



From the
Dean of Academic Services
and the

Dean of Technical/Occupational Services

January 24, 1992

Vol. 2, No. 6

**CARTER VISIT
TO KICK OFF SACS SELF-STUDY**

On Thursday, January 30th, Dr. David A. Carter, Associate Executive Director of the Commission on Colleges of SACS will visit Shelton State. Dr. Carter's visit will mark the official beginning of the institutional self-study process that is central to the reaffirmation of our SACS accreditation.

Dr. Carter has a busy agenda for the day that he will be on campus. He has meetings scheduled with President Umphrey, with the Director of the Self-Study, with the president's administrative staff, and with the Self-Study Steering Committee.

=====

SACS SELF-STUDY PERSONNEL APPOINTED

President Umphrey has selected those members of the Shelton State community who will play leadership roles in the forthcoming SACS reaffirmation self-study.

Mary Ann Pearson has been appointed as Director of the Self-Study. Arthur Howington and Jack Moore have been appointed co-chairs of the Self-Study Steering Committee.

The members of the Self-Study Steering Committee are Charles Payne, Mary Ann Pearson, Arthur Howington, Jack Moore, Joyce Jolly, Euradell Fredd, Debbie Grimes, Rosemary Blethen, Linda Grote, Lyda Black, Lucy Kubiszyn, Jeanetta Hargrow, Jon Lyman, and Howard Neiswender.

Jon Lyman is the student representative, and Howard

Neiswender represents the community and the Shelton State Foundation.

Joyce Jolly will also serve as Editor of the self-study.

The self-study will be conducted by committees organized around the major sections of the SACS Criteria for Accreditation. Arthur Howington will chair the Committee on Conditions of Eligibility; Euradell Fredd will chair the Committee on Institutional Purpose; Debbie Grimes will chair the Committee on Institutional Effectiveness; Rosemary Blethen and Linda Grote will co-chair the Committee on Educational Programs; Lyda Black will chair the Committee on Educational Support Services, and Jack Moore will chair the Committee on Administrative Support Services.

Members of each of the Self-Study Committees will be appointed by President Umphrey following Dr. Carter's visit on January 30th.

=====

**ACADEMIC SERVICES FACULTY
SIGN UP FOR REGISTRATION**

All full-time faculty in the Academic Services division should go by Dean Howington's office and sign up to work registration during February 3-March 6. Each faculty members should sign up for five (5) hours of registration duty.

Faculty will need to work a few additional hours during March 9-13, but sign up for that period will be will be conducted later.

Thanks for your cooperation and assistance.

=====

H A P P Y N E W Y E A R ! ! !



EVELYN METTEE
TO HELP SEARCH FOR NEW SHRP DEAN

Evelyn Mettee, Counselor Extra-ordinaire and Coordinator of the Shelton State linkage program with the School of Health Related Professions (SHRP) at UAB, has been appointed to serve on the Search Committee for the successor of Dr. Keith Blayney who recently resigned as Dean of SHRP.



This is a singular honor for Evelyn, one which provides substantial recognition of the significant contribution she has made during the past seven years to the UAB/two-past seven years to the UAB/ two-year college allied health linkage program.

Congratulations, Evelyn.

=====

STUDENT RETENTION

Preliminary Results from
New Student Tracking System

The new student tracking system that is being designed as a part of the institutional effectiveness efforts of the College has produced some preliminary information about student retention.



These results are for students who enrolled in Shelton State for the first time during the 1990 Fall Quarter.

The tracking system identifies what per cent of those Fall Quarter students were also enrolled in the subsequent 1990-91 Winter Quarter and what per cent of those Fall Quarter students were also enrolled in the following 1991 Spring Quarter.

The overall retention rate is quite low. Only 32.5 per cent of the students enrolled in the Fall Quarter were enrolled in the Winter Quarter. In the Spring Quarter, 45.1 per cent of those enrolled in the Fall Quarter were enrolled in classes.

One very interesting and important finding is that the number of students who re-enrolled varied considerably by course load.

Those students who took six (6) hours or fewer demonstrated the lowest rate of retention. Only 24.5 per cent returned in the Winter and in the Spring only 33.3 per cent of those enrolled in the Fall were still in school.

At the other end of the spectrum, those students who took fifteen (15) hours or more showed the highest rate of retention. 47.4 per cent of those students returned in the Winter and 67.2 per cent of those enrolled in the Fall were in school in the Spring Quarter.

Retention rates were also calculated for students who took 7-11 hours and for students who took twelve (12) hours or more. Of those Fall Quarter students who took 7-11 hours, 42.8 per cent were enrolled in the Winter Quarter and 59.2 per cent in the Spring. Of those Fall Quarter students who took twelve (12) hours or more, 46.7 per cent were enrolled in the Winter and 67 per cent in the Spring.

The real break in the data, then, seems to be between those who took six (6) hours or fewer and those who took at least seven (7) hours.

As was mentioned above, this is preliminary information. It, and the student tracking system as a whole, are far from complete. The



Student Tracking System (cont.)

data produced thus far are revealing and do seem to provide answers to many important questions. On the other hand, as yet the information leaves about as many important questions unanswered.

There is no doubt, however, that the tracking system--when completed--will be a vital tool in the efforts of this College to enhance its institutional effectiveness.

We are indebted to Jim Purcell for his assiduous efforts to get the student tracking system in place and to make it work as we want it to.

=====

RECYCLING PROGRAM TO BEGIN IN SSCC LIBRARY



In an effort to reduce the amount of waste paper and materials, to work toward achieving Goal 4.4.D of the SSCC Long-Range Plan for Institutional Effective-

ness, and to participate in the recycling movement, Shelton State's library has implemented a recycling program.

Since the library does not use much green bar computer paper or colored paper, the library program recycling program will focus on mixed office paper, newspapers, and cardboard.

Also as a part of the program, library personnel are encouraged to "reduce, reuse, and recycle" in their own office work.

=====

LEE ALBRITTON SELECTED UA TV PROFESSOR

In a move to continue their good ratings, the University of Alabama Center for Communication and Educational Technology has appointed

Lee Albritton, instructor of chemistry at Shelton State, to teach the next section of its popular televised science program, Integrated Science.

Last semester, the program, Integrated Science 7, was taught by Dr. Larry Rainey, a biologist from the University. Albritton will take over for Rainey as Integrated Science 7 becomes Integrated Science 8. If you have not guessed, the former was designed for use in seventh-grade classrooms, the latter for eighth-grade classrooms.

The program is broadcast across the state and is seen by some 40,000 students.

This is quite an honor for Dr. Albritton and for Shelton State. We just haven't figured out how Lee is going to serve breakfast to all those folks.

Congratulations, Lee!

=====

PRE-FRESHMAN MANUAL OF OPERATIONS BEING DEVELOPED

The Shelton State Long-Range Plan for Institutional Effectiveness calls for consideration to be given to the designating a single individual to coordinate developmental (pre-freshman) education at the college. Careful consideration was given to this notion, and it was decided that the creation of such a position was not appropriate at this time.

It was, however, recognized that we need to collect in one document all the policies and procedures that guide and govern the pre-freshman program so that students and members of the faculty and staff can have readily available full and complete information about this important



Pre-Freshman Manual (cont.)

area of the instructional program of the College.

An ad hoc committee was appointed by Dean Howington to draft this document, tentatively called a manual of operations for pre-freshman education. The members of this committee are Brenda Ryan, Jim Jolly, Camille Cochrane, Fran Turner, Mary Evelyn Buchmann, Pam Davis, and Jim Purcell. The draft manual has undergone two revisions and is still not complete. It is hoped, however, that it will be finished soon. The process of developing the manual has already produced some important collateral results, e.g. an effort to create a prerequisite report which each instructor will get each quarter along with class rolls. This prerequisite report will allow the instructor to know quickly whether a student has completed the required prerequisites for a class.

Further information about the "Pre-freshman Manual of Operations" will be forthcoming as progress is made toward completion of the project.

REMEMBER!!

REGISTRATION
FOR
CURRENTLY-ENROLLED STUDENTS
JANUARY 27-30

NEW NIGHT SWITCHBOARD OPERATOR



We have a new night operator for the College telephone switchboard. He is **Preston Harrison**. Preston is a student here at Shelton State. The previous night switchboard operator, **Kelly Christian**, left the position because of a change in her class

schedule. She works now in the Office of the President.

=====

STACY HYCHE
TO LEAVE BUSINESS OFFICE

At the end of February, Stacy Hyche will quit her duties as Accounting Clerk in the to become a **full-time student at the U of A**. Stacy will continue to perform some duties part-time here at the College.



FEBRUARY
NIGHT ADMINISTRATORS



Feb 3	Dennis Sampson
Feb 4	Rick Shelton
Feb 5	Britt Turner
Feb 6	Thomas Umphrey
Feb 10	Fran Viselli
Feb 11	Ed Winslow
Feb 12	Chuck Bearden
Feb 13	Bruce Bizzoco
Feb 17	Karen Crumbie
Feb 18	David Freeman
Feb 19	Bessie German
Feb 20	Bob Hagler
Feb 24	Billy Hogue
Feb 25	Arthur Howington
Feb 26	Jim Hunter
Feb 27	Joan Kempster

=====

WORLD LIT ADDED TO SCHEDULE

During the Spring, for the first time, Shelton will offer a course in world literature ENG 272. Many students, e.g. education majors at the UA, are required to take world lit to fulfill degree requirements. This course will help them do so.

=====

"What strikes me about our students when we first meet them, is how limited is their range of emotions, their expectations of themselves . . . bound within their own flat and narrow circle of permissible aspirations." Jacob Neusner, The Chronicle of Higher Education, Jan 29, 1979, p. 40.